

ER-5-2232

16 February 1954

MEMORANDUM FOR: Chief, Management Improvement Staff
Office of the Comptroller

25X1A9a

ATTENTION : Mr. [REDACTED]

SUBJECT : Designation of Area Records Officer, Regulations
Control Staff, Office of the Deputy Director
(Administration)

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REFERENCE : CIA Regulation No. [REDACTED]

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1. In accordance with the referenced Regulation, Miss [REDACTED]
[REDACTED] is designated as the Area Records Officer for the
Regulations Control Staff, Office of the Deputy Director (Adminis-
tration).

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2. It is requested that Miss [REDACTED] be given sufficient
indoctrination and training for the accomplishment of an effective
records program for that staff. She is located in Room 200,
2210 E Street, and may be contacted on Extension 3221.

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[REDACTED]
Special Assistant to the
Deputy Director
(Administration)

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SA/DD/A:WEB:sh(16 Feb 54)

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